



Rahm Emanuel
Mayor

Department of Police · City of Chicago
3510 S. Michigan Avenue · Chicago, Illinois 60653

Eddie T. Johnson
Superintendent of Police

23 January 2019

Mr. David Maass
Muck Rock News
DEPT MR 65977
411A Highland Avenue
Somerville, MA. 02144-2516
65977-09580720@requests.muckrock.com

RE: NOTICE OF RESPONSE TO FOIA REQUEST
FOIA FILE NO: P467027

Dear Mr. Maass:

The Chicago Police Department (CPD) is in receipt of your Freedom of Information Act (FOIA) request for the following:
"Materials related to this agency's acquisition of, access to, preservation of, or disclosure of automated license plate readers (ALPR) or ALPR data:

1. Policies related to the adoption of ALPR technology, including those guiding the procurement process or necessary administrative obligations before acquisition.
2. Training policies, requirements, and materials for automatic license plate reader system operators.
3. Databases used to compare data obtained by the automatic license plate reader system.
4. Policies related to the retention and security of captured ALPR data, including those regarding:
 - the length of time after capture that data may be preserved
 - exceptions to general data preservation policies
 - internal data security and access
 - data destruction
5. Policies related to the sharing of captured ALPR data by this agency with other agencies, including those directing:
 - the manner in which another agency may request data
 - the circumstances under which captured data may be shared, and
 - the responsibilities of the recipient agency in regards to data retention and use.
 - access by this agency to data obtained by automatic license plate reader systems not operated by the law enforcement agency.

Please also provide the number of requests made by outside agencies, if applicable.

6. Policies related to the sale of data or the sharing of data with non-law enforcement actors.
If applicable, please provide all agreements between this agency and non-law enforcement

actors.

7. Policies regarding oversight of automatic license plate reader system use.

8. Audit Reports

9. Policies related to maintenance and calibration.

Please also provide maintenance and calibration schedules and records for the system on file.

10. Any other policies or reports on subjects related to automatic license plate reader system use by the agency.”.

Your request was reviewed by the undersigned. Enclosed please find CPD Special Orders: S03-20 “Automated License Plate Reader (ALPR) Systems”, S12-09 “Law Enforcement Archival and Reporting Network (LEARN)” and the “AutoVu Patroller Law Enforcement User Guide 6.2”. These documents address #’s 1, 2, 4,6,7 and 10 of your request. CPD interpreted #3 of your request for databases used to compare APLR data, as seeking records regarding the use of databases for this purpose. You are being provided with Special Order S12-09 which addresses the LEARN network database CPD utilizes to compare ALPR data. Regarding numbers 5 and 8 of your request for Policies related to the sharing of captured ALPR data by this agency with other agencies and Audit Reports, after consultation with our Bureau of Technical Services Information Services Division, CPD located no responsive records.

CPD in consultation with the Office of Emergency Management is providing the following information regarding #9 of your request for policies related to maintenance and calibration of the LPR System:

Below are the maintenance and calibration procedures for our LPRs:

LPR Checklist
Check for physical defects to housing.
Check for loose wiring and mounting hardware.
UPS – Check Voltage, Cleaning all connections (corrosion etc), Batteries.
Firetide/ PTP/Fluidmesh Wireless radio and antenna. Check cable/connector-mounts.
Wipe down lenses, clean housing and connections
Ensure Zoom is proper for lens
Check Focus adjust if needed
Adjust Exposure if needed
Ensure reads are at proper
Ensure video and reads are being stored

Repairs are implemented as needed.

You have the right to have a denial reviewed by the Public Access Counselor (PAC) at the Office of the Illinois Attorney General, 500 S. Second St., Springfield, IL 62706, (877)299-3642. You also have the right to seek judicial review of your

denial by filing a lawsuit in the Cook county Circuit Court.

If I can be of further assistance, please contact me at (312) 745-5308.

Sincerely,
K. Threatt
FOIA Officer